

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Services Officer

FROM : Acting Chief, Supply Division

SUBJECT: Monthly Report for February.

DATE: 8 March 1949

25X1A6a

1. Completed physical and personnel changes in the [REDACTED] Warehouse.

2. Initiated a study of all supply accounts for obsolete and unserviceable supply equipment. It is expected that this will take several months due to the great volume of technical equipment in Signal Supply Account #1.

3. Transferred the operation of the Appliance Maintenance Shop from the North Building to the [REDACTED] Warehouse.

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4. Received approval to construct board fence on the inside of present fence along Lee Highway at [REDACTED] Virginia to improve security.

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5. A study of the physical layout at the [REDACTED] Warehouse was made by members of Services Office with Security personnel. Physical changes toward improving security are now being considered. Recommendations with regard to this matter will be forwarded to the Services Officer.

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6. Personnel of this office are working with Property and Management Office on a study of supply and property records.

7. Action has been taken to terminate agreements with respect to space now occupied by EIB Field Offices. The disposal of excess property is being handled through Regional Supply Centers, Bureau of Federal Supply.

8. Attached is a report of volume, showing number of requisitions received and accomplished, together with number of purchase orders and contracts issued during the month of February.

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[REDACTED]

Acting Chief, Supply Division

7 March 1949

VOLUME:

Procurement Section:

1. Requisitions:

Total number received.....	485
Total number completed.....	371
Pending bids, clearance, etc.....	53
Pending information necessary to complete action.....	36
Held without action.....	25

2. Purchase Orders:

Prepared and issued.....	1013
Pending encumbrance.....	41
Total expenditures obligated.....	\$177,204.53
Petty Cash and Printing & Binding estimates.....	2,363.66
Total - Dollar expenditures.....	\$179,568.19

Contract Section:

1. Contracts Completed (Vouchered)

a. Supply.....	3
b. Service.....	1

2. Amendments to Contracts Completed..... 3

3. Contracts Pending..... 5

4. Amendments to Contracts Pending..... 0

5. PBA Agreements

a. Supply.....	0
b. Service.....	0
c. Lease.....	0

6. Total expenditure..... \$66,375.40

+ 2 Unvouchered contracts..... 6,038.

Storage and Issue Section:

72,413.40

for 4/4  
issued.

1. Requisitions:

a. Received during month.....	993
b. Completed.....	954
c. Balance on Hand.....	39

(1) Account #1 - Signal Supply Account.....	57
(2) Account #2 - Office Supplies.....	573
(3) Account #3 - Office Equipment.....	310
(4) Accounts #4 and 5 - Operational and Medical Supplies.....	53

2. Cargo and Domestic Shipments:

a. Requests.....	120
b. Shipments accomplished.....	87
c. Total Weight Shipped (lbs).....	93,884
d. Number of cases shipped.....	450
e. Balance on Hand.....	33

3. Miscellaneous:

a. Job Orders:

Moving and relocation of equipment in CIA buildings.....	15
Man hours required.....	720